



# DEPARTMENT OF STATE INSTRUCTION

Approved For Release 2001/08/28 : CIA-RDP68-00069A000100080031-6

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OCT/NOV  
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NO: CA-7444 March 6, 1961

COPY NO 1

SUBJECT: FOREIGN PUBLICATIONS: Selection for AMS, LR, SP, WF by Part-time Publications Procurement Officers.

TO: ALL EUR DIPLOMATIC POSTS.

Department's CA-366 of July 14, 1960 has been sent to all addressee posts and CA-390 of July 14, 1960 and CA-6794 of February 13, 1961 have been sent to many of these posts authorizing funds for the selection and purchase of locally available publications under the provisions of 4 FSM 943 for AMS, LR, SP and WF. These funds are separate from and independent of all other funds available to the posts. They have been authorized for use by or at the direction of the Publications Procurement Officer designated by the post, solely for the stated purpose. These authorizations do not represent the Department's estimate of the selection potential of individual posts; they are merely initial authorizations. Posts should request additional funds, if needed to meet the requirements of the enclosed "Selection Guide for Part-time Publications Procurement Officers." Conversely, where there is no expectation that authorized funds can be used before the end of the fiscal year, posts are requested to report the amount which can be withdrawn. The new Selection Guide enclosed, greatly simplified and abbreviated from previous guides, should be easier to use, but PPO's who have any question concerning the Guide or any other aspect of the program should inquire by Operations Memoranda with the subject-heading Foreign Publications: Procurement for INR/CS/FP. INR/CS/FP replaces the symbols "IAD/FP" and "ICD/FP," which are obsolete.

Organization symbols have been used in this instruction and in the selection guide as follows:

AMS - Army Map Service  
LR - Library of the Department  
SP - National Security Agency  
WF - Central Intelligence Agency

Distr:  
INR/CS/FP  
10 copies

The symbols

State Dept. declassification & release instructions on file

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The symbols alone may be used in unclassified correspondence, and the enclosed selection guide is unclassified so that it may be used by local employees. However, any identification of the symbols SP and WF with the agencies to which they refer is classified ~~SECRET~~.

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Enclosure:

✓ Selection Guide for Part-time  
Publications Officers.

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Enclosure:

## SELECTION GUIDE FOR PART-TIME PUBLICATIONS PROCUREMENT OFFICERS

### Introduction.

This selection guide has been prepared in response to requests from various part-time Publications Officers for simplification and clarification of previously issued collection instructions. It is organized into two principal parts: namely, part A., an indication of the broad subject-matter interests of the four participating offices; and B., a discussion of the principal types of publications in which these subject-matters may appear. The selection problem can be reduced considerably by observing certain exclusions. The following should NOT be sent under this program unless requested by separate correspondence:

1. Publications more than a year old.
2. Publications originating in countries other than the host country, and translations of such publications.
3. School and college textbooks.
4. Sample issues of periodicals and newspapers regularly transmitted under the CERP or in response to specific orders.
5. Popularizations of science, technology and scholarly subjects.
6. Reprints of well-known works. (New, revised editions should be sent, however.)

Telephone directories, diplomatic and consular lists, and foreign office lists have been requested by separate instructions.

### A. Subject Interests.

Following is a summary of the major subject interests of the participating offices. Note that the specialized interests of AMS appear only in a separate note as item 8.

#### 1. Political Conditions and Developments.

IR, WF

National policies and programs; organization, activities and prospects of groups influencing national politics; party platforms; elections; propaganda; censorship and other political restrictions.

#### 2. Economic Conditions

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**UNCLASSIFIED**  
(Security Classification)**2. Economic Conditions and Developments.**

IR, WF

Current situation and trends in finance, industry, commerce, agriculture, transportation and other major segments of the national economy; geography (physical and economic); the existence and development of natural resources; trade fairs; taxes; international trade.

**3. Social Conditions and Developments.**

IR, WF

Education; standard of living; public health; unemployment and old-age programs; demography; cultural achievements and trends.

**4. Current International Relations.**

IR, WF, SP

International law; treaties and international agreements; recent diplomatic history; international organizations; foreign economic, technical and military aid given or received.

**5. Scientific Conditions and Developments.**

WF, SP

Major advances in science and technology, with particular interest in atomic energy, electronics, telecommunications, weather control; organization, personnel and activities of the government, universities and research organizations in the field of science and technology.

**6. Biography.**

IR, WF, SP

Identification of any and all persons active in the subject fields listed above, or prominent or influential on the national scene.

**7. Bibliography and Publishing.**

IR, WF, SP

Identification and description of publications dealing with substantive fields 1-6 above; information concerning government and private publishing establishments and their publications.

**8. Special Note Concerning AMS.**

AMS receives a great deal of material from military attaches and geographic attaches. Publications Procurement Officers are requested to secure only publications (not maps) giving specific details concerning the following:

a. Transportation. Roads, railroads, air lines, waterways: management, facilities, traffic statistics.

b. Civil and military engineering. Design and construction methods and materials for roads, bridges, tunnels, railroads, canals, air fields, etc.

c. Geography. Surface configuration, drainage, vegetation, climate, water supply, soils.

d. Fuels.

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d. Fuels. Production, transportation and storage of petroleum and solid fuels.

e. Electric power. Generation and transmission.

f. Bibliographies on a-e above.

## B. Types of Publications.

### 1. Reference Books.

The term "reference books" is used here in the broadest sense, i.e., any publication intended for consultation rather than for consecutive reading or study.

#### a. General Reference Books.

Though too comprehensive in content to fit any of the subject interests listed above, general reference books constitute an important group of publications. Included are: language dictionaries (mono-, bi-, and multi-lingual), encyclopedias and general biographic directories.

#### b. Specialized Reference Books.

Books in this category constitute one of the most important sources of information on the subject categories 1-8 given above. Included are: specialized dictionaries and encyclopedias; handbooks and annuals of countries, regions, cities, trades, industries, commerce, finance and industrial organizations; guide books; city and regional directories; biographic directories of professions, trades, industries, public and private organizations; routes and schedules of air, rail, bus, ship and truck lines; college and university catalogs and commencement lists; statistical compilations; bibliographies of all sorts.

### 2. Expository Works.

The term "expository works" is used to distinguish between reference books and those works which are intended primarily for consecutive reading or study. Expository works are wanted on any of the eight subject fields listed above, whether written for either specialists or the general public, but they should be of substantial original content and reasonably authoritative or influential in their subject fields. Note, however, that "substantial," "original," "authoritative," and "influential" are relative terms. In an area where little is published, the best publications may be neither substantial nor authoritative by ordinary standards, but they should be sent since they are the best available. A book may be usefully "original" in its interpretations, conclusions, or form of presentation without presenting new facts. Length and cost are not major criteria. Among the more valuable materials

are the publications

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are the publications of political parties and other organizations seeking to influence government and public policy, such as campaign pamphlets and brochures, constitutions and by-laws, annual reports, position statements, etc.; publications of colleges, universities, business, research and public service organizations, such as catalogs, reports, membership lists, project reports, and the like. A great many of these publications are available free or at nominal charge.

3. Newspapers and Periodicals.

Newspapers and both general and specialized periodicals are a major source of subject and area information, but PPO's should not enter subscriptions. Sample issues of all new newspapers and of all new periodicals in the subject fields of interest should be sent.

4. Government Publications.

The same criteria apply to government publications as to those issued by private sources. In many cases, government publications are the best or only sources of information on a given subject, and should be sent to the extent that they cover the indicated subject fields. Sample issues of new government serial publications should be sent.

C. Number of Copies.

In general, only one copy of each publication should be sent to each appropriate office, but WF needs multiple copies as follows:

1. General and specialized reference works which are national or international in scope - 2 copies.
2. All material concerning the Communist movement, national and international - 3 copies.
3. Bibliography of all kinds, including national bibliographies, annual compilations of the book trade, publishers' catalogs, etc. - 3 copies.
4. Expository works, including government publications, dealing with economic and scientific conditions and developments - 2 copies.

D. Transmittal of Publications.

Ordinarily, publications should be sent by transmittal slip with the notation "Selection material," plus brief comment, if desired. Such material should be marked "LR," "INR/CS/FP for AMS," "INR/CS/FP for SP," or "INR/CS/FP for WF," as appropriate. Multiple copies for several offices

may be sent in one

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may be sent in one package marked "INR/CS/FP," provided that each copy is clearly marked for the intended recipient. If the PPO wishes to offer substantial comment, a publication may be sent as an enclosure to an OM or to a despatch. The OM or despatch should use the subject-heading "Foreign Publications: Procurement for...", completed by the appropriate symbol. The despatch is particularly effective for transmitting a single copy of potential interest to several offices. If the publication and/or related information are of potential interest to more than one office, the addressee should be simply "INR/CS/FP."

**E. Miscellaneous Correspondence.**

Correspondence other than transmittals should use the subject-heading "Foreign Publications: Procurement for INR/CS/FP," except that correspondence pertaining solely to IR should have the subject-heading "Foreign Publications: Procurement for IR."

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